



Community Development Department • Building Inspection Division
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540 • (650)903-6313 • FAX (650) 903-6474

CHANGE OF ADDRESS
ASSIGNMENT OF NEW ADDRESS APPLICATION

The owner of the property requesting the address change is to complete and return this application with the other required materials:

Name: _____ Phone: _____
Street _____
City: _____ State: _____ Zip Code: _____

Owner Signature

To whom it may concern:

The following change(s) has/have been made to the address(es) shown below. These changes become effective on the date that the application is approved.

Date of application: _____
Present address(es): _____
Address(es) changed to: _____
Address(es) added: _____
Assessor's parcel number: _____

Any questions regarding this change should be directed to the City of Mountain View's Building Inspection Division.

Approved by: Ron Geary, Deputy Community
Development Director-Building & Safety

Date Approved

cc: AT&T (2)
Pacific Gas & Electric
U.S. Post Office
County Assessor's Office
Street Address File
Public Services Dept.
Building Inspection - Map Zones
Mountain View Elem. School District
GIS Mapping
Meter Service Supervisor

Planning
Finance - CF
Emergency Comm Ctr.
Public Works Dept.
Fire Prevention
Santa Clara County-Comm.
AT&T Broadband
Foothill Disposal
Thomas Brothers Guide
SCCAO-attn:address control
Property Owner



NEW ADDRESS REQUEST PROCEDURE

In order to expedite your application(s) for a change in your present address or to add a new address(es) to the City's Addressing System, please comply with the following guidelines:

1. Follow the directions within this packet and fill out all forms completely.
2. An addition of an address to an Assessor's Parcel Number does not imply authorization of a subdivision. Subdivision requests must be submitted and approved in a separate process by Planning, Public Works and the City Attorney.
3. Complete the enclosed **"Change of Address-Assignment of New Address Application"** form. It is important that you include the Assessor's Parcel Number for each lot that is effected by the address(es) change. Should you require assistance in obtaining the Assessor's Parcel Number, you can contact the Public Works Department located in City Hall, 500 Castro Street. **Your application will not be processed if it is not completely filled out, including the Assessor's Parcel Number(s).**
4. Enclose an addressed site plan showing the location of the building(s) for which you are requesting an address change or new address(es). This site plan can be provided from the building plans; a map on which you have clearly marked the locaiton of the building(s); the page out of the Assessor's Parcel Book that shows the parcel on which your building(s) are located; or a drawing that clearly shows the location of the lot(s) and buiding(s) for which you are making address(es) change request.
5. Include a check in the amount of \$195.00 per address that you are requesting to be changed or added. This fee covers the staff time required to process your application; notification of AT&T, PG&E, U.S. Post Office, County Assessor's Office and other City departments and agenceis; creation of a new permanent address file(s); and updating the City's computer addressing system. All of your application fee shall be refunded should your application be disapproved by the City.
6. Submit the completed application(s) and the site plan(s) to the Building Inspection Division located in City Hall, Mountain View Civic Center, 500 Castro Street.
7. All applications will be processed within 15 working days from the time your application(s) has been submitted.

Should you have any questions regarding this application, please call Building Inspection Division at (650)903-6313.